PUNJAB NURSES REGISTRATION COUNCIL

Account of Consumption of Answer Books

Name of Examination_____Month & Year_____

Name of the Centre_____Centre No _____

Important: - This proforma is to be prepared in triplicate. Two copies to be sent to the Registrar/Controller Examination, Punjab Nurses Registration Council after the termination of examination along with the bill of honorarium and the third copy be retained by the centre superintendent for the record.

Date	Session	No. of Candidates in the Session	Answer Books Received & Consumed			Balance	Signature of Centre Superintendent	Signature of Centre Coordinator	Remarks
			No of answer books received	Serial no. of Answer Books Consumed					
				From	To				

Balance Carried Over

Date	Session	No. of Candidates in the Session	Answer Books Received & Consumed			Balance	Signature of Centre Superintendent	Signature of Centre Coordinator	Remarks
			No of answer books received	Serial no. of Answer Books Consumed					
				From	To				
Balance Brought Forward									
Grand Total									

The above balance of stock containing serial no. from_____to_____ has been deposited back with the superintendent of Centre _____

Centre No_____

Signature of Centre Coordinator_____

Certified that the opening balance and subsequent shown is correct and that the charge of the above noted balance containing serial no. from_____ to _____ has been received by me after counting the same.

Signature of the Superintendent_____ Name of the Centre_____

Important: - The centre superintendent is requested to make entries of total consumption in the account register of blank answer books maintained at the institute, strike out the balance and intimate in the statement below the total stock lying at the institute according to the entries made in the register.

		Number of Answer Books	Serial No of Answer Books		Remarks
			From	To	
1.	Total stock lying at the institution before the commencement of the examination				
2.	Stock received if any during the course of or before the commencement of the examination from PNRC or by transfer from Centre_____				
3.	Total of 1 + 2				
4.	No. of Answer books consumed during examination				
5.	No. of Answer Books transferred during the course of or before the commencement of examination to Centre _____				
6.	Damaged and spoiled stock sent to the PNRC				
7.	Total of columns 4+5+6				
8.	Balance of Columns 3-7				

Coordinator Superintendent Assistant Supdt/Clerk

Institution/Centre Name_____ Centre No._____

*** These entries should also be made correspondingly in the account register maintained at the institution/Centre**